

What is the purpose of recording a final plat for a subdivision?

Through recordation, a public record of the boundaries for new lots, public rights-of-way, greenways, utility easements and other properties offered for dedication to the public is established. No streets or utilities can be built in the City jurisdiction, opened, or accepted by the City until they have been approved by the City and proper street rights-of-way and easements have been recorded. No property within the City's jurisdiction can be subdivided (unless excepted by the subdivision ordinance) without approval by the City and a plat of the subdivision recorded.

Schedule B. Map Recordings Fees

Recombinations	\$100
Final subdivision plat	\$100 + \$5/lot
Exempt subdivision plat	\$100 + \$5/lot
Right-of-way & easement plats	\$100
Boundary survey plats	\$50

EFFECTIVE DATE: 11/01/02

What other types of map records are authorized by the City which are not subdivisions?

There are five types of other recordings:

- Surveys of existing tracts legally created through previously recorded documents or maps. These maps may be recorded without prior authorization by the City, but no easements, notations, or other matters of record may be altered, added or removed for a previously recorded property without City authorization.
- Boundary surveys of new tracts of land, where all tracts, including any residual parcel, are ten (10) acres in size or larger and no right-of-way dedication is involved.
- Adjustments to building envelopes in cluster unit and townhouse developments, or "as built" plats of townhouse developments.
- Easements for utilities, storm drainage and other purposes. Easement maps must include reference points, but not necessarily lots.
- Recombination of previously recorded lots.

What is a recombination?

A recombination can take place where lots have been legally created through a recorded map, or recorded deed if no recorded map was needed to create a lot. Through recombination, existing lots can be rearranged, reduced in number and the boundaries modified, so long as the number of lots is not increased and the lots and improvements

thereon conform to the Code.

Recombinations which involve a vacant residential lot may be subject to infill projects requirements (Code Section 10-3032). (See the brochure "Subdividing Your Residential Lot")

After recombination takes place, the resulting lots must have similar access to streets and utilities as did the lots prior to the recombinations. Recombination can also take place by recorded instrument. (Not map.)

Where are maps to be recorded and submitted? What is the procedure?

Submit eight (8) paper copies of the plat for recording (18" x 24" only) to the Development Plans Review Center in the Planning Department, located in the Municipal Building (890-3642, FAX 890-3690). Standard language to be affixed to the plat by the surveyor is available in the Planning Department. The Planning Department will review the plat for conformity with all local regulations, will ask for revisions if needed, and will notify the surveyor when final mylars at true scale, with notarized signatures should be submitted. A city signature will be affixed to the plat, which is then ready to record at the Wake County Register of Deeds Office by the applicant. The Register of Deeds Office is at 300 South Salisbury Street.

Plats are accepted at any time. Allow at least 3-7 days for review each time a plat is submitted, or resubmitted after revisions.

For subdivision plats, construction drawings for utilities and streets to serve the lots requested for recordation may be required, and must be approved by the City prior to plat approval.

All conditions stipulated in the preliminary subdivision approval must be satisfied prior to plat approval.

A fee of \$100 per plat (not applicable to boundary surveys of existing tracts, see Schedule B.) and \$5 per new lot created is payable when the map is created. An additional fee is charged by the Wake County Register of Deeds Office when recorded.

The plat must be recorded by the applicant within fourteen (14) days of City approval. Upon recordation, the City will retrieve one copy of the plat from the Wake County Courthouse. Addresses will be assigned to new lots for the purpose of building permit issuance.

What are the stipulations for recording a subdivision plat?

- Recording of a subdivision must be phased so no one lot is left unrecorded.
- Any corner lot must include the entire right-of-way for both frontages.
- If an entire block face is located within the subdivision, recording of the whole street is necessary prior to any thoroughfare fee reimbursement for that block for extra right-of-way.
- Maps must be labeled according to their purpose, such as a subdivision or boundary survey or a phase of a cluster unit development. "As built" recordings of townhouses must be labeled as such.

Recording A Plat

City of Raleigh
Development Plans Review Center



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